

January 24, 2001

To: All Non-Bargaining Unit Employees Covered by Core Compensation

From: Glenda Tate, Associate Administrator for Human Resource Management and
Chairperson of the Compensation Committee

Subject: Update on the Superior Contribution Increase (SCI)

On January 10 I announced these changes to the SCI :

- 65% of the eligible core compensation employees will receive an SCI , instead of 20%.
- There are now two SCI performance categories: SCI -1 provides the Organizational Success Increase (OSI), plus an additional 1.8% increase in base pay to about 20% of eligible employees. SCI -2 provides the OSI , plus an additional 0.6% increase in base pay to about 45% of eligible employees.
- Managers will make SCI decisions using SCI criteria (see below), decision tools, peer managers' review, and/or second level reviews.

Now I would like to explain how we plan to go about implementing these changes. Here's what you can expect over the coming months:

- Ø ORIENTATION on the SCI process will be provided to managers and employees in February, March, and April.
- Ø A TRIAL RUN of the SCI process will be conducted by managers in the May-June timeframe. During the trial run, managers will get familiar with the decision tools and the SCI criteria, and they will be able to provide additional feedback on the process before their decisions affect employees' pay.
- Ø LESSONS LEARNED from the trail run will be used to determine any changes that are necessary before the real SCI decision period.
- Ø IN-DEPTH TRAINING on the SCI process will be given to managers in July, August, and September. Trainers from across the agency are working together to develop the training.
- Ø THE SCI CRITERIA -- which managers must apply to identify superior contributors -- are:
 - *Collaboration*: extent to which an employee's work with others contributes to productivity and success of the organization.
 - *Customer Service*: extent to which an employee provides services and products to meet the needs of internal customers and stakeholders in an accurate, timely, consistent, and professional manner.

- *Impact on Organizational Success*: extent to which the employee demonstrates success in setting priorities and accomplishing work that directly impacts the ability of the organization (at any level) to meet its performance objectives and the delivery of high quality products/services.
 - *Management Leadership* (applies only to managers): extent to which a manager creates a positive work environment by demonstrating a commitment to the values of diversity and the model work environment, team development, fiscal responsibility, and adhering to applicable work place safety requirements. Leadership includes creating an environment that supports and encourages the contributions of all employees.
- Ø ADDITIONAL SCRIPTERIA may be used by some Lines of Business/Staff Offices because of their unique needs (for example, occupational mix, size, or geographic locations).
- Ø REAL SCRIPTIONS will be made in October or November. Managers will communicate these decisions directly to their employees.
- Ø SCRIPI INCREASES will begin in December or January.

That is where things stand at the moment. We will continue to provide you updates as matters progress. Meantime, you can find more information about Core Compensation at www.faa.gov/corecomp/.

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